



## **Chief Financial Officer Position Profile**

### **Overview**

Jesuit High School, located in Portland, Oregon in the beautiful Pacific Northwest, was founded in 1956 by the Society of Jesus and is part of a 474-year Jesuit educational tradition. Jesuit High School is a Catholic, non-profit, coeducational college-preparatory school for grades 9-12 that serves 1,280 students of all religious faiths and backgrounds.

Jesuit is seeking a Chief Financial Officer (CFO) to effectively manage and steward the school's tangible and intangible resources consistent with its mission, vision, and goals. The CFO will collaborate closely with the president and Board of Trustees to ensure that the community is effectively and efficiently managed (strategically, operationally, and financially) in alignment with its mission of forming "Women and Men for Others."

### **Position Summary**

The Chief Financial Officer (CFO) is accountable for the administrative, financial, and risk management operations of the school, including the development of financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to optimize school assets and report accurate financial results.

### **Responsibilities**

#### Strategic and Financial Strategies

- Assists in formulating the school's future direction and supports tactical initiatives
- Monitors and directs the implementation of strategic business plans
- Develops appropriate financial strategies for the school

#### Management and Leadership

- Manages the Accounting, Information Technology, and Treasury Operations
- Participates in key decisions as a member of the Executive Leadership Team
- Oversees the financial operations of subsidiary companies
- Manages any third parties to which accounting or finance functions have been outsourced
- Serves on the Finance and Endowment Committees, and on the JHS Foundation Board, and on other committees at the request of the president (e.g., capital projects committees)

## Budget and Capital

- Manages the capital request and budgeting processes
- Monitors performance measures

## Financial Aid

- Reviews annual financial aid applications and awards tuition grants as appropriate
- Helps to ensure that Jesuit remains affordable and accessible to families, no matter what their economic circumstances

## Valley Plaza Property

- Assists with oversight of the Valley Plaza property, including approving new leases and renewals and interfacing with the property management company
- Develops the strategic business plan for the long-term optimization of Valley Plaza

## Compliance, Risk Management, and Legal

- Ensures that the school complies with all legal and regulatory requirements
- Maintains appropriate insurance coverage
- Monitors all open legal issues involving the school
- Constructs and monitors reliable control systems

## Investment and Records

- Invests endowment and foundation funds according to Board Investment Policies
- Maintains banking and financial service relationships
- Ensures that recordkeeping meets the requirements of auditors and governmental agencies
- Maintains relations with external auditors and investigates their findings and recommendations
- Monitors cash balances and cash forecasts
- Arranges for debt as necessary

## Development Efforts

- Supports and helps facilitate the school's fundraising efforts

## Employee Benefits

- Oversees employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package

## Other Responsibilities

- Performs other responsibilities as needed at the request and discretion of the president

## **Qualities and Qualifications**

- A Master's degree in accounting, finance, or business administration, and/or equivalent business experience
- 10+ years of progressively responsible experience for an educational community or a mid-sized business
- Experience successfully collaborating with an executive team on the execution of strategic opportunities
- A high level of written and oral communication skills
- A strong commitment to and passion for Jesuit High School's mission statement as a Catholic, college preparatory school in the Jesuit tradition focused on forming "Women and Men for Others"
- A collaborative team player and creative problem-solver
- Preference will be given to candidates with an MBA in Finance and the Certified Public Accountant or Certified Management Accountant designations

## **Start Timeframe**

We seek to have our new CFO resume duties no later than July 1, 2023.

## **Compensation**

This position offers a competitive salary and excellent benefits.

## **Application Process**

Candidates should submit all information as soon as possible to:

Roger Stewart  
Director of Human Resources  
[rstewart@jesuitportland.org](mailto:rstewart@jesuitportland.org)

Candidates should submit the following documents:

- Cover letter explaining their interest and qualifications for the CFO position at Jesuit High School
- Current resume

## **NOTICE OF NON-DISCRIMINATION**

*Jesuit High School provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information, or any other characteristic protected by law. Jesuit High School provides equal employment opportunities without regard to religion when Catholic faith is not a job requirement.*